

PURPOSE

The Michigan Department of Health and Human Services (MDHHS) management team will determine how many staff can be off on any given day.

Note: Direct care staff in hospitals and centers and/or juvenile justice facilities should follow [APR 262-01, Annual Leave Scheduling Hospitals and Centers, Juvenile Justice Facilities](#), policy

POLICY

An employee may charge absence to annual leave only with the prior approval of the supervisor, unless emergency circumstances exist. If emergency circumstances exist, documentation may be requested to verify the need for such emergency annual leave.

Employees are responsible for ensuring that they have sufficient annual leave credits prior to the initial date of the annual leave request. Annual leave will only be authorized up to the maximum amount of annual leave credits in an employee's account prior to the initial date of the annual leave.

Annual leave shall not be credited or used in anticipation of future leave credits. Annual leave may be requested and approved only if substantial time exists for the accrual of sufficient annual leave credits by the date of the request.

Failure to obtain approval prior to the usage of annual leave or lack of sufficient annual leave credits to cover an absence for which annual leave has been requested will result in lost time. In the event an employee calls in sick on the date for which an annual leave request was previously denied, documentation will be required for approval of sick leave credits. Failure to provide such documentation will result in lost time. Lost time may result in corrective or disciplinary action.

Consistent with operational needs, annual leave may be granted at such times during the year as requested by the employee.

Annual leave requests shall not be accepted more than 180 calendar days prior to the beginning of a requested vacation, except under special circumstances necessitating advance planning. A determination may be made by the supervisor within five work days of receipt by the supervisor of a written request. Such determination will then be immediately placed in writing and returned to the employee requesting annual leave use. If such

leave request is denied, the reason for denial shall be put in writing. Leave requests shall not be unreasonably denied.

An employee is not precluded from requesting and receiving a decision on an annual leave request on less than the five-day notice. In all cases, approval or denial shall occur before the commencement of such requested leave. In situations where, prior written requests cannot be submitted, requests and approvals may be verbal, and approval placed in writing upon the employee's return to work.

The above process assumes an obligation on the part of the employee to make annual leave requests as soon as possible in an expeditious manner. The employee shall have the right to withdraw a previously approved annual leave request at least two weeks prior to beginning such leave to accommodate additional leave requests during such time, provided that the withdrawal does not conflict with the rescheduling of hours which would necessitate the payment of overtime to another employee.

Leave shall be granted on a first request, first approved basis. In the event that more than one employee requests leave on the same day for the same time, the employee with the most total continuous seniority hours shall be granted the leave.

Management maintains the sole discretion for the approval and scheduling of annual leave requests based on the operational needs of individual worksites.

RESOURCES

Michigan Civil Service (CS) Commission Rule; [see CS RULE 5-10, CS REGULATION 5.09.](#)

CONTACT

Send any questions management has related to the application of this policy to the MDHHS Office of Human Resources.